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Best Procurement Practices and Helpful Information

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Overview

- **Evaluation Criteria for FAR Parts 8 & 16 Requirements**
- **How to Make Requirements More Competitive**
- **How to Improve Justification and Approvals for Other Than Full and Open Competition**
- **Procurement Package Information**
- **Procurement Action Lead Times**
- **Encore II**

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Evaluation Criteria for FAR Parts 8 & 16 Requirements

- **Best Value Low Price Technically Acceptable (LPTA)**
  - Preferred – appropriate when best value is expected to result from selection of the technically acceptable proposal with the lowest evaluated price.
  - LPTA used when the Govt will not realize value from a proposal exceeding minimum requirements – no trade-off!
  - Most expeditious and easiest to defend
- **Best Value Trade-Off**
  - Appropriate when it's the best interest of the Government to consider award to other than the lowest priced offeror or other than the highest technically rated offeror.
  - The solicitation shall state whether all evaluation factors other than cost or price, when combined, are significantly more important than, approximately equal to, or significantly less important than cost or price

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Evaluation Criteria for FAR Parts 8 & 16 Requirements

- **Evaluation Factors and Subfactors**
  - Ensure evaluation factors link directly to significant RFP requirements and objectives
  - Perform risk analysis to select criteria
  - Will impact the source selection decision
  - Will provide discriminators between proposals
  - May be Quantitative, Qualitative, or combination of both
  - May not be numerical or percentage weighted
  - Should be limited to as few as possible – normally three

Evaluation Criteria for FAR Parts 8 & 16 Requirements

- **Typical**
  - Technical/Management
  - Most Important
  - Demonstrates plan to meet or exceed specific PWS tasks
  - Demonstrates comprehensive management approach
  - Review for optimum mix of labor categories, labor hours, and other direct costs
  - Resumes only for key personnel and must be generic
- **Past Performance**
  - Less Important than Technical Management
  - Must check Past Performance Information Retrieval System (PPIRS)
  - Must independently verify information provided in the proposal
  - Use of questionnaires recommended
- **Cost/Price**
  - Evaluated for reasonableness and completeness

How to Make Requirements more Competitive

- Review PWS/SOW for overly restrictive requirements favorable to incumbent or one particular vendor
- Do not rely on past performance as the most important evaluation factor
- Conduct meaningful market research
- Allow sufficient bid/proposal preparation time
- Allow sufficient Question and Answer periods
  - Provide answers that are complete and meaningful
  - Change requirements as necessary based upon vendor input
- Analyze no bid replies for trends

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How to Improve Justification and Approvals for Other Than Full and Open Competition

- **Use appropriate template from DITCO website**
- **Market Research is Critical**
  - Answer “who”, “what”, “when”, “where”, “why”, and “how”
  - State Outcome
  - Must be recent, valid, and relevant to the requirement
- **Must Include Quantitative Support**
  - In time and/or dollars

Procurement Package Information

- **Information Technology Supplies and Services**
  - Hardware, software, technical support services, networks and systems
  - Requires an acquisition package (e.g., Requirements Checklist & Section 508 Determination, Statement of Work (SOW), Statement of Objectives (SOO), Performance Work Statement (PWS), equipment/material list, Quality Assurance Surveillance Plan (QASP), Evaluation Plan, Independent Government Cost Estimate (IGCE), etc.)
- **DITCO Information Technology & Telecommunications Acquisition Package Submission & Ordering Guide**
- **http://www.ditco.disa.mil/contracts/IT_instruct.asp**
  - Instructions and standard templates
  - Templates contain version control numbers and dates

PALTs

- **Procurement Acquisition Lead Times (PALTs)**
  - Define expected timeframe from acquisition package receipt to award
  - Processing times are in calendar days
  - Time starts upon receipt of a complete acquisition package in PLD/DITCO
- **Timelines include PLD/DITCO's solicitation and award phases**
- **Does not include acquisition planning phase which is led by the customer with PLD/DITCO support**
  - May be anywhere from 20-120+ calendar days depending on complexity of requirement

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PALTS Calendar Days

Type of Contract Vehicle	Minimum	Maximum
GSA Schedule-Competitive Delivery/Task Orders (Services, Hardware & Software)	83	109
Multiple Award Contract/BPA - Hardware/Software Competitive Delivery Orders	73	79
Multiple Award Contract/BPA - Competitive Task Orders – Services	95	121
Purchase Orders	78	89
Full and Open Competition for Formal Source Selections	231	274
Sole Source Request for Proposal	151	181
Single Award IDIQ Contract/BPA Task Orders – Pre-priced Items	14	17
Single Award IDIQ Contract/BPA Task Orders - Services or Non Pre-priced Items	45	51

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ENCORE II

- **Multiple award ID/IQ contracts with 26 contractors**
  - Originally 12 small businesses and 14 large businesses
  - Due to recertifications, now 9 small and 17 large businesses
  - Task order guidelines and templates contained at: http://www.ditco.disa.mil/hq/contracts/encorIIchar.asp
- **Changes from ENCORE I**
  - Added draft RFP and question and answer phase to increase competition
  - Very limited use of time-and-material/labor hour type orders
  - Increase in cost type, firm-fixed price and performance based task orders
  - Cost type task orders
    - **FFP labor rates on contract do not apply**
    - **Often requires DCAA involvement**

ENCORE II

- **Templates are on the ENCORE II page but hyper link to the DITCO Information Technology & Telecommunications Acquisition Package Submission & Ordering Guide – so templates are the same regardless of vehicle**
- **Market Research Requirements being enforced**
  - Market Research Report must be submitted with requirements package